

Human Resources Assistant (T)

Human Resources Assistant

Investigator (T)

Investigator

Security Investigator (T)

Security Investigator

FSN#2011/60 (T)

Human Resources Assistant

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, FSN-6; FP-8 (Trainee)

OPENING DATE: May 24, 2011

CLOSING DATE: June 9, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Assist and process stay permits, re-entry permits, extension of stay permits, and diplomatic ID cards for American personnel, including TCNs and TDYers, eligible family members and members of household; and assist American personnel in processing stay permits for their maids. Duties include preparing documents and diplomatic notes; liaising with Royal Thai Government officials to follow-up and expedite requests; and sending reminders upon extension period. Must also act on behalf of and personally accompany personnel to the Immigration Division, clarifying any questions, requests or special assistance required with Thai officials

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Secondary School/High School (Mattayom 6 equivalent); (2) At least two years' experience in Human Resources; general administration or a secretarial field; (3) Level III (Good) speaking/reading/ writing/understanding English and Level IV(Fluent) speaking/reading/writing/understanding Thai; (4) Basic knowledge in Microsoft Office (MS Word, MS Excel, MS PowerPoint).

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

PLEASE ATTACH A COPY OF TRANSCRIPT

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: JUNE 9, 2011

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FSN#2011/60

Human Resources Assistant

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant, FSN-7; FP-7

OPENING DATE: May 24, 2011

CLOSING DATE: June 9, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant in the Regional Human Resources Office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Assist and process stay permits, re-entry permits, extension of stay permits, and diplomatic ID cards for American personnel, including TCNs and TDYers, eligible family members and members of household; and assist American personnel in processing stay permits for their maids. Duties include preparing documents and diplomatic notes; liaising with Royal Thai Government officials to follow-up and expedite requests; and sending reminders upon extension period. Must also act on behalf of and personally accompany personnel to the Immigration Division, clarifying any questions, requests or special assistance required with Thai officials

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Secondary School/High School (Mattayom 6 equivalent); (2) At least two years’ experience in Human Resources; general administration or a secretarial field; (3) Level III (Good) speaking/reading/writing/understanding English and Level IV (Fluent) speaking/reading/writing/understanding Thai; (4) Basic knowledge in Microsoft Office (MS Word, MS Excel, MS PowerPoint); (5) Have general knowledge of rules, regulations, and office procedures relating to issuance of visas, permit to stay, work permit, etc; (6) Have excellent communication skills, capable of handling complex issues involving personnel and their family members, and maintaining an effective contact and rapport with Mission American personnel and RTG officials.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 9, 2011

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FSN#2011/61 (T)

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-9; FP-5, Trainee

OPENING DATE: May 31, 2011

CLOSING DATE: June 16, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 4)

Ordinarily Resident (OR): FSN-9

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator in its Federal Bureau of Investigation/Legal Attache Office (FBI), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The job holder conducts general and criminal background investigations utilizing basic and more sophisticated investigative techniques or resources. To intensify the investigative efforts and enhance the cooperative liaison established with host country law enforcement entities through interaction between the Legal Attache Office staff, namely the FSN Investigator, and our official counterparts. This position will serve as a mechanism for furthering joint investigative initiatives and improving lead response time. Duties include writing a wide variety of detailed descriptive reports conveying the results of the background/criminal investigations to the Legal Attache suitable for dissemination, requiring translating from/to English or Thai of highly technical documents, reports, contracts, agreements.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFM's), Eligible Family Members (EFM's), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's Degree in Social Science or related field; (2) Four years of progressively responsible experience in investigative work with police, private security and/or closely related field; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Familiarity with federal and local laws pertaining to criminal investigations and law enforcement in general; (5) Ability to maintain extensive contacts with the Government of Thailand senior officials; (6) Must have a good computer literacy, good communication/analytical skills, adaptability to situations and ability to prepare concise reports.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFM's) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 16, 2011

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FSN#2011/61

Investigator

OPEN TO: All Interested Candidates

POSITION: Investigator, FSN-10; FP-5

OPENING DATE: May 31, 2011

CLOSING DATE: June 16, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Investigator in its Federal Bureau of Investigation/Legal Attache Office (FBI), located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The job holder conducts general and criminal background investigations utilizing basic and more sophisticated investigative techniques or resources. To intensify the investigative efforts and enhance the cooperative liaison established with host country law enforcement entities through interaction between the Legal Attache Office staff, namely the FSN Investigator, and our official counterparts. This position will serve as a mechanism for furthering joint investigative initiatives and improving lead response time. Duties include writing a wide variety of detailed descriptive reports conveying the results of the background/criminal investigations to the Legal Attache suitable for dissemination, requiring translating from/to English or Thai of highly technical documents, reports, contracts, agreements.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's Degree in Social Science or related field; (2) Minimum of five years of progressively responsible experience in investigative work with police, private security and/or closely related field; (3) Level IV (Fluent) speaking/reading/writing English and Thai; (4) Familiarity with federal and local laws pertaining to criminal investigations and law enforcement in general; (5) Ability to maintain extensive contacts with the Government of Thailand senior officials; (6) Must have a good computer literacy, good communication/analytical skills, adaptability to situations and ability to prepare concise reports.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: JUNE 16, 2011

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FSN#2011/62 (T)

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-7; FP-7 (Trainee)

OPENING DATE: June 3, 2011

CLOSING DATE: June 16, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-7

Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for completing personnel security investigations on member of the Mission Foreign Service National workforce. Responsible for conducting official investigations as directed by and the RSO office. Responsible for coordinate the supervisor of the Mission security force, local guards and police support, at the direction of the RSO. Responsible for effective liaison with host country security officials and organizations and the Embassy security office.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website

(1) Bachelor’s degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least two years’ progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

SELECTION PROCESS:

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CLOSING DATE FOR THE POSITION: JUNE 16, 2011

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FSN#2011/62

Security Investigator

OPEN TO: All Interested Candidates

POSITION: Security Investigator, FSN-8; FP-6

OPENING DATE: June 3, 2011

CLOSING DATE: June 16, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-8

Ordinarily Resident (OR): FSN-6

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BASIC FUNCTION OF POSITION:

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(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or Law Enforcement is required; (2) At least three years' progressively responsible experience in investigative work with military, police or private security organization; (3) Level IV (Fluent) speaking/reading/writing in Thai and level III (Good Working Knowledge) speaking/reading/writing in English are required; (4) Must possess ability to conduct interviews using interpersonal skills to elicit cooperation during investigations and verbal skills to conduct negotiations in the coordination of security operations; (5) Must possess knowledge of Thai Government agencies, civil and criminal law and regulations; (6) Must possess ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

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